

SECRET

NPIC/TSSG/DED-1606-69  
1 May 1969

MEMORANDUM FOR : Development & Engineering Division Personnel  
SUBJECT : Standard Operating Procedure #1 (New Contract Initiation Procedure)

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1. With the advent of [redacted] replacing [redacted] 25X1  
[redacted] as NPIC Contracting Officer, we will be entering a period  
of more formalized contracting procedures.

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2. One of these formalized procedures is the utilization of  
Form 2420. This form is designed to provide items of information  
pertaining to the procurement request addressed to the Procurement  
Division of the Office of Logistics and the Contracting Officer  
[redacted]. This form identifies the proposal going forward,  
provides budgetary identification numbers, and the certification  
of the Budget Officer that necessary funds are available. The form  
includes a brief description of the project along with the Project  
Officer's name and phone number. The item of major significance in  
this particular form is the justification for selecting a particular  
contractor. This is generally a simple process when the contract is  
on a follow-on contract or when a broad solicitation for proposals  
was made. The only difficulty arises when a sole source selection  
has been made. In these cases, a well-written, very logical justification  
must be written on the back side of the form.

3. A copy of Form 2420 along with a detailed description as  
to how to fill it out is contained on pages III-9 through III-14  
of Part 3 of the Agency Project Officers' Manual.

4. A properly filled out smooth typed copy of this form should  
be forwarded as a standard part of the project approval package for  
any R&D projects forwarded from this date forward.

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[redacted]  
[redacted], Development & Engineering Division, TSSG

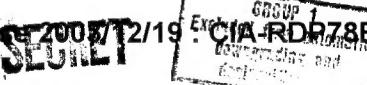
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NPIC/TSSG/DED/ [redacted]

(1 May 69)

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